



The City Beautiful

City of Coral Gables Job Description

Job Title: Secretary
Department: Various
Classification: 0031
Pay grade: 15C
FLSA: Non-Exempt

Prepared Date: 03/2013

Approved By:

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Summary

Performs responsible secretarial and clerical duties for management employees.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs all office and clerical functions which include composing, typing, editing and distributing correspondence, scheduling appointments, routing correspondence, maintaining records, filing, etc.

Receives and screens incoming phones, answers and provides information.

Makes arrangements for conferences which includes obtaining space, informing participants, coordinating guest speakers, attending conferences, etc.

Makes travel arrangements for supervisor.

Stays apprised of activities occurring throughout the Department.

Prepares materials used by supervisor for meetings and public speaking engagements.

Implements and revises approved work procedures and forms to be utilized within the department.

Prepares, maintains and distributes a variety of reports.

Prepares and maintains a variety of personnel records including payroll, attendance records, requisition forms, evaluation forms, accident reports, incident reports, personnel files, etc.

Disseminates personnel and accident information to appropriate personnel.

Takes and transcribes meeting minutes.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, policies and procedures, rules and regulations. Knowledge of office practices, systems, and equipment. Ability to perform many tasks in a short time frame. Ability to implement procedures and coordinate plans. Ability to prepare reports. Ability to maintain complex records, and prepare reports. Computer literacy and the ability to efficiently utilize computer word processing and spread sheet software. Ability to communicate effectively with management, co-workers, and the public. Ability to take dictation and minutes. Ability to transcribe. Ability to operate computers, Dictaphone and other office equipment. Organizational skills. Oral and written communications skills.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Considerable amount of time spent using computer. Work is predominantly indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

A high school diploma or equivalent is required for this position. Four (4) years experience in progressively responsible clerical and administrative positions is required.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License